



MINUTEMAN INFORMER



JUNE 2004 – AUG 2004

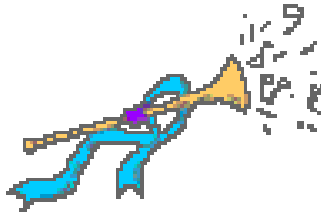
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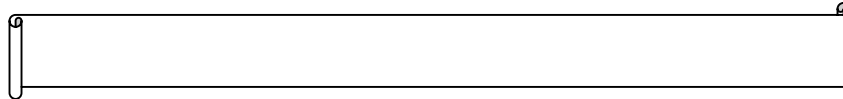


HUMAN RESOURCE OFFICE

J1	COL Shawn Keyes	562-0852
Admin Spt Tech (OA)	SSG Mable Boswell	562-0851
Labor Relations Spec.	CW2 Mickey McGuire	562-0857
State EEO Manager	MSgt Kathey McCready	562-0854
EEO Specialist	Vacant	562-0856
AGR Manager	CW4 Randy Niedt	562-0882
Sr. Personnel NCO	1SG Michael Zelenski	562-0863
HR Spec. (Recruiting & Placement/Comp.)	Sharon Marrazzo	562-0860
Health System Specialist	SrA Jacquelyn Bertrand	562-0858
Human Resources Asst. (Military)	SPC Nicole Latham	562-0861
Human Resources Asst. (Military)	SGT Danielle Corbin	562-0862
Supv. Human Resources Spec.	CW2 Michele Thomas	562-0872
HR Spec. (Recruiting & Placement/Comp.)	Colleen Joseph	562-0871
HR Spec. (Recruiting & Placement/Comp.)	SSgt Diane Hess	562-0889
Human Resources Assistant	SPC Nellisha McLeary	562-0892
HR Spec. (Information Systems)	SFC Joyce Locklear	562-0878
HR Spec. (Information Systems)	Zandra Ramcharitar	562-0864
Deputy Human Resource Officer	MAJ Daniel Mahon	562-0853
HR Spec. (Human Resources Development)	Lorraine Jamison	562-0874
HR Spec. (Classification)	CMSgt Kathy Christian	562-0873
HR Spec. (Classification)	TSgt Barbara Alcott	562-0870
Supv. Human Resources Spec.	Capt Devon Hanson	562-0881
Human Resources Asst.	SPC Vanessa Platt	562-0887
Human Resources Asst.	Cathy Timmons	562-0867
Human Resources Asst.	SPC Sydney Brown	562-0866
Human Resources Asst.	SPC Tawasha Vann-Weaver	LWOP-US
Human Resources Asst.	SPC Elizabeth Obuobisa	LWOP-US



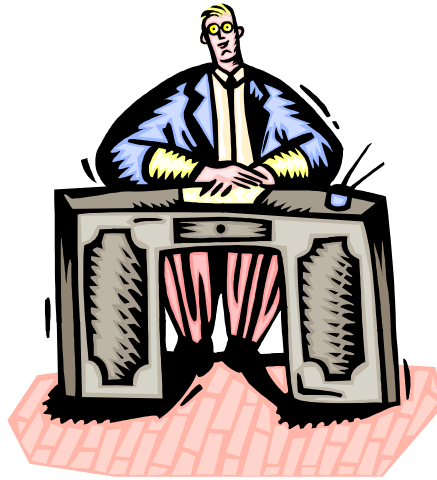
Standard Day Off CY 2004



05 Jan 04	02 Feb 04	01 Mar 04	12 Apr 04	10 May 04
20 Jan 04	17 Feb 04	15 Mar 04	26 Apr 04	24 May 04
		29 Mar 04		
07 Jun 04	06 Jul 04	02 Aug 04	13 Sep 04	12 Oct 04
21 Jun 04	19 Jul 04	16 Aug 04	27 Sep 04	25 Oct 04
		30 Aug 04		
08 Nov 04	06 Dec 04			
22 Nov 04	20 Dec 04			

2004 FEDERAL HOLIDAYS

<u>DATE</u>	<u>HOLIDAY</u>
01 JAN 04	NEW YEARS DAY
19 JAN 04	MARTIN L. KING DAY (<i>Observed</i>)
16 FEB 04	PRESIDENTS DAY
26 MAY 04	MEMORIAL DAY
05 JUL 04	INDEPENDENCE DAY (<i>Observed</i>)
06 SEP 04	LABOR DAY
11 OCT 04	COLUMBUS DAY
11 NOV 04	VETERANS DAY
25 NOV 04	THANKSGIVING DAY
24 DEC 04	CHRISTMAS DAY (<i>Observed</i>)
31 DEC 04	NEW YEAR (<i>Observed</i>)



HUMAN RESOURCES OFFICER

SHAWN P. KEYES

COL, GS, NJARNG

Assistant Chief of Staff, J1

(609) 562-0852

In writing this article this month, I can't help but think how little the Air National Guard Mobilizations have affected the Army National Guard. I never appreciated the efforts of both wings to mobilize their airmen and women during the aftermath of 911. Well that's all changed now as the Army Guard is in the process of mobilizing 3500 soldiers. The Joint Force Headquarters is working seven days a week, twelve hours a day to ensure our soldiers are prepared for war. All these mobilizations increase stress on our military, our Full Time Force, and our families. I wish all of our soldiers and airmen the best of health and stay safe. God Bless America.

On another front, for those of you in the know, the National Security Personnel System (NSPS) has been put on hold for the National Guard until 2006. NSPS changes our pay system to "Pay Banding". "Pay Banding" provides management many flexibilities and tools in the areas, of Recruiting, Retention, and Performance Management. At the same time, it is complex and will require a complete shift in mindset, and skill sets for managers from Senior Leadership to first line supervisors. The timeliness will better permit actions to facilitate training and education of employees at all levels of the organization.



DEPUTY HUMAN RESOURCES OFFICER

MAJ Daniel T. Mahon, (609) 562-0853

NOTES FROM THE DEPUTY

The Human Resources Office has been working diligently filling vacant positions, promoting employees, providing individual retirement briefings and generally, trying our best in providing the 1500+ Full Time Support Personnel with critical, information and service for their benefit. In the recent past we have conducted, a “**Soon to Retire**” retirement briefing for which many of our full timers expressed their appreciation and gratitude. We are endeavoring to conduct two other briefings **(a)** for those with approximately 8 years of government service and **(b)** for those with approximately 15 years of service. This will enable our co-workers to make informed decisions on the many aspects of retirement. We have a plan in place to have **EVERY Technician** and **AGR** come to the HRO, review their Official Personnel File (OPF), update benefits, change or prepare to change Health and TSP selections, provide you with the most recent Position Descriptions, and any other booklets, paper, policy, regulations, directives and/or law you have a desire to know about. This will give all of us a chance to meet and greet each other and best of all correct necessary things.

To ALL of our deploying people.....God’s Speed as you lean forward in the saddle and charge into Harms Way, we who remain, will stand ready to assist your families, however we can. REMEMBER: May the road rise up to meet you.....may the wind be always at your back.....and until we meet again may God hold you in the hallow of his hands.

Come Back Safe!



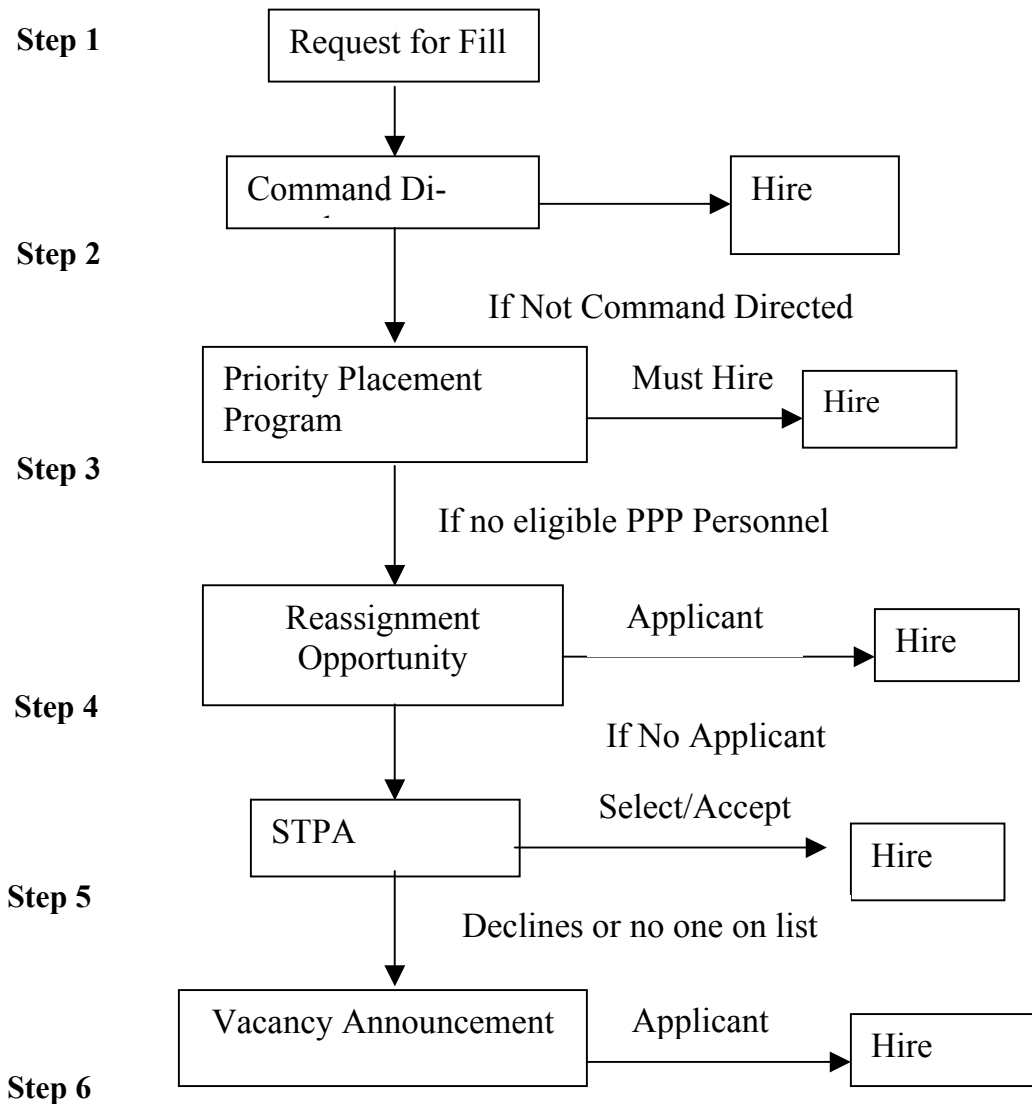
AGR Branch

CW4 Randy Niedt, (609) 562-0882
Sharon Marrazzo (609) 562-0860
SGT Daniel Corbin (609) 562-0862

ISG Michael Zelenski (609) 562-0863
SrA Jacquelyn Bertrand (609) 562-0858
SPC Nicole Latham (609) 562-0861

ARNG Hiring Process

The AGR Branch has been working diligently trying to fill vacant positions in order to reach our goal of 423 Army AGR personnel by 30 September 2004 or we risk losing AGR authorizations. “You Can” help us, to help yourself, and the New Jersey National Guard, by promoting our vacancies to people you know within the Guard or personnel willing to join. Advertised positions must run the following course:



The following are in the **Step 1** (Request for Fill) Process. As of 13 May 04 the following positions are in a Request for fill status.

POSITION	UNIT
OPS NCO - Modeling	21st CIVIL SUPPORT TEAM (WMD)
O&T Officer	NJARNG REC & RET CMD
RNCO	NJARNG REC & RET CMD
Inst Trainer	ARNG TNG & TNG TECH BTL LAB
Asst Ops	21st CIVIL SUPPORT TEAM (WMD)
Log NCO	21st CIVIL SUPPORT TEAM (WMD)
Supply Sgt	CO A (-) 642D DIV AVN SPT BN
ADMIN SGT	253rd TRANS
Inst Pilot	TRP F 5TH SQDN 117TH CAV
SNR ADMIN	ARNG TNG & TNG TECH BTL LAB
Supply Sgt	110th Utilities

The following are in the **Step 2** (Command Directed) Process

The Adjutant General may elect to managerially reassign soldiers in the best interests of the NJNG.

The following are in the **Step 3** (Priority Placement Program) Process

Soldiers in excess status or assigned to units pending deactivation or reorganization will have priority for current and future vacancies. The J1, AGR Branch will maintain the roster of PPP personnel

The following are in the **Step 4** (Reassignment Opportunity) Process

RO Number	POSITION	UNIT	OPENS	CLOSES
RO#24-2004	PERS SVC SGT	JOINT FORCE HQ - NJ	19-Apr-04	4-May-04
RO#28-2004	PAO NCO	JOINT FORCE HQ - NJ	30-Apr-04	14-May-04
RO#26-2004	RNCO	CO C 250TH SPT BN (FWD)	30-Apr-04	14-May-04
RO#25-2004	Area NCO	NJARNG REC & RET CMD	30-Apr-04	14-May-04

The following are in the **Step 5** (STPA) Process

Currently No STPA Positions

The following are in the **Step 6** (Vacancy Announcement) Process

Announcement Number	Position	Unit	Opens	Closes
VA # 56-04	R&R NCO	NJARNG REC & RET CMD	Continuous	
VA # 56-04	R&R NCO	NJARNG REC & RET CMD	Continuous	
VA # 57-04	Apprentice	NJARNG REC & RET CMD	Continuous	
VA # 61-04	FAC ENG	JOINT FORCE HQ - NJ	6-Apr-04	5-May-04
VA # 63-04	RNCO	110th UTILITIES	16-Apr-04	17-May-04
VA # 64-04	RNCO	TRP F 5-117TH CAV	16-Apr-04	17-May-04
VA # 65-04	Supply SGT	BTRY B 3-112TH FA	16-Apr-04	17-May-04
VA # 66-04	PERS SVC SGT	HHC 250TH SIG BN	16-Apr-04	30-Apr-04
VA # 67-04	RNCO	TRP C 5-117TH CAV	16-Apr-04	17-May-04
VA # 68-04	SNR PERS SVC SGT	HHT 5-117TH CAV	16-Apr-04	17-May-04

Additionally, you can view these vacancies (both Technician and AGR) on line by navigating to the following web site:

<http://www.state.nj.us/military/vacancy/index.html>

Vacancy announcements listed on this site are updated routinely and have links to the necessary forms needed to complete the applications.

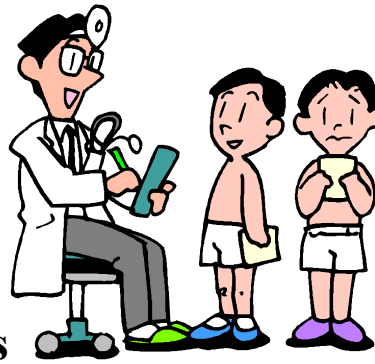




ARNG Promotions

Congratulations to the following AGR Personnel who have been promoted, so far, this year:

NAME	FROM	TO	DATE
PERCHALSKI ALAN	SSG	SFC	20040101
KARCHER PRISCILLA LYNN	SGT	SSG	20040108
RIVERA VICTORIANO JR.	SGT	SSG	20040114
KIM CRYSTAL JUYOUNG	SGT	SSG	20040128
FAUSTINO PHILIP GARCIA	SPC	SGT	20040128
HUTCHISON MARIA KATHARINA	SGT	SSG	20040129
SCHIESSL CHRISTOPHER DANIEL	SGT	SSG	20040225
STENSON JAMES FRANCIS	MAJ	LTC	20040319
CARNEY LARISSA EVETTE	SGT	SSG	20040322
WILSON ERIC THOMAS	SFC	MSG	20040325
SOTOMAYOR MARTIN JR.	SFC	MSG	20040325
GLOWZENSKI STEPHEN CHARLES	CW2	CW3	20040325
HAYES JAMES ARTHUR	MAJ	LTC	20040326
CORMIER MICHAEL ROBERT	SFC	MSG	20040406
CARVER YASHICA RENEE	SPC	SGT	20040408
HAMILTON KENNETH ANDREW	SFC	MSG	20040409
SONG WON KANG	SPC	SGT	20040415
MCTIGHE DALE EUGENE	SPC	SGT	20040415
GRACIA CHRISTOPHER	SPC	SGT	20040415
RRIS WILLIAM FELIX	CPT	MAJ	20040423
HODGES DWAYNE G.	2LT	1LT	20040424
FALLS TRACEY LEE	SSG	SFC	20040507
LUDLOW BRENT WILLIAM	SSG	SFC	20040510
VANDERBILT JAMES JOSEPH	SSG	SFC	20040510
JENKINS LONELL JR.	1LT	CPT	20040500
GRACIA CHRISTOPHER	SPC	SGT	20040415



ARNG AGR Profiles and Physicals

AGR Soldiers are reminded of the following requirements of AR 40-501:

7-4. Temporary vs. Permanent profiles

- a. Permanent profiles.* A profile is considered permanent unless a modifier of “T” (temporary) is added as described in *b* below. A permanent profile may only be awarded or changed by the authority designated in paragraph 7-6.

(1) Profiling officers should ensure when reviewing permanent profiles that the soldier meets the medical retention standards of chapter 3. This is especially important when the profile includes limitations that prohibit the soldier from performing an alternate APFT, from wearing a protective mask, from wearing Kevlar, from firing a rifle, or from wearing, load bearing equipment or lifting weights required of the MOS.

(2) Failure to meet chapter 3 standards requires referral to an MEB/PEB.

(3) Permanent profiles may be amended at any time if clinically indicated and will automatically be reviewed at the time of a soldier’s periodic examination.

(4) The soldier’s commander may also request a review of a permanent profile in accordance with paragraph 7-12.

Temporary profiles. A temporary profile is given if the condition is considered temporary, the correction or treatment of the condition is medically advisable, and correction usually will result in a higher physical capacity. Soldiers on active duty and RC soldiers not on active duty with a temporary profile will be medically evaluated at least once every 3 months at which time the profile may be extended by the profiling officer.

(1) The profiling officer must review previous profiles before making a decision to extend a temporary profile. Any extension of a temporary profile must be recorded on **DA Form 3349**, and if renewed, item 9 on the DA Form 3349 must contain the following statement: “This temporary profile is an extension of a temporary profile first issued on (date).”

(2) Temporary profiles should specify an expiration date. If no date is specified, the profile will automatically expire at the end of the third month. In no case will individuals, in military status carry a temporary profile that has been extended for more than 12 months collectively without positive action being taken either to correct the defect or to effect other appropriate dispositions. As a

general rule, the physician initiating the temporary, profile will initiate appropriate arrangements for the necessary correction or treatment, of the temporary condition. A temporary profile will be awarded by the authority in paragraph 7–6. Whenever, a temporary medical condition is recorded on DA Form 3349 or DD Form 2808, the modifier “T” will be entered immediately preceding the appropriate, PULHES numerical designator.

7–8. Profiling reviews and approvals

a. Permanent “3” or “4” profiles require the signatures of 2 profiling officers, one of which is a physician approving authority (unless the provisions of 7–8*f* apply). (Permanent, profiles of “3” or “4” for the IRR are valid with only one signature if signed by the AR-PERSCOM Surgeon or his/her designee.) Temporary or permanent profiles of “1” or “2” require the signature of one profiling officer. See paragraph 7–6 to determine who is authorized to sign profiles.

8–19. Periodic medical examinations (c) 3. All other personnel on active duty will have a periodic examination on record **no older than 5 years** beginning at age 30.

8–25. Cardiovascular Screening Program

a. The CVSP is **required** at the time of the periodic examination for all active duty, ARNGUS, and USAR (Selective Reserve) **soldiers age 40 and older**.

10–4. Entry into AGR (Title 10/32) Program

a. An appropriate examination will be completed in accordance with chapter 8 within 24 months of the first day of an active duty tour. This examination is to be accomplished at an Active Army MEDDAC, MEDCEN, or MEPS; if the examination is older than 6 months, a DA Form 7349 with review by the State Surgeon will be accomplished within 60 days prior to the first day of duty to assure that chapter 2 standards continue to be met.

b. See AR 135-18 for waiver provisions for entry into the AGR program.

c. All female soldiers will be required to undergo pregnancy testing within 15 days prior to initiation of any period of active duty or any type of full-time National Guard duty (FTNGD) exceeding 30 days. Standard pregnancy tests performed by accredited medical laboratories are acceptable. Pregnancy is a disqualifying factor for entry on any duty greater than 30 days.

10–24. Cardiovascular Screening Program (AGR soldiers)

a. The CVSP for Title 10/32 AGR soldiers will be conducted in accordance with paragraph 8–25 of this regulation.



New Hires

The following personnel have been hired to the AGR Family since January 04. Welcome aboard...

ALBANESE FRANK R JR.	CW2	REC & RET CMD	20040112
BAKER JEFFREY A	SFC	NJARNG REC & RET CMD	20040220
BENNETT DANIEL R.	SPC	HHD 119TH SUPPORT BN (CORPS)	20040413
COFFLAND RICHARD W.	SGT	JOINT FORCE HQ - NJ	20040401
CONLEY KIMBERLY D.	WO1	JOINT FORCE HQ - NJ	20040327
DOWGIN EDWARD J JR.	CPT	CO B 2D BN 102D ARMOR	20040317
FAUCETT ANDREW J	SGT	JOINT FORCE HQ - NJ	20040317
FENELON FEN D.	SPC	DET 19 OPN SUPT AIRLIFT COMD	20040317
FREEMAN ROBERT T.	SGT	NJARNG REC & RET CMD	20040325
GAGNON GERALD R.	LTC	21st CIVIL SUPPORT TEAM (WMD)	20040405
GARCIA RICARDO J.	SSG	NJARNG REC & RET CMD	20040218
GILL WALTER R.	CPT	HHC 2D BN 102D ARMOR	20040317
HODGES DWAYNE G.	2LT	HHC 1ST BN 114TH INF	20040413
HOMAN LISA M	MSG	21st CIVIL SUPPORT TEAM (WMD)	20040416
JENKINS LONELL JR.	1LT	BTRY D 3D BN 112TH FA	20040325
LAPOINT BETH B.	SGT	JOINT FORCE HQ - NJ	20040301
ORTIZ WARNER L.	SGT	NJARNG REC & RET CMD	20040325
PAK VERONICA H.	SPC	HHC 250TH SIG BN	20040223
PETRY JASON E.	SGT	HHC 1ST BN 114TH INF	20040312
PLATT RICHARD W.	SFC	NJARNG REC & RET CMD	20040317
REBENSKI JAMES A.	SSG	TRP D 5TH SQDN 117TH CAV	20040210
ROWAN JAMES M IV	SFC	CO B 1ST BN 114TH INF	20040312
STEVENSON ANDRE K.	SGT	HHC 1ST BN 150TH GSAB	20040210
STREETS HARRY N.	SFC	CO E 2D BN 113TH INF	20040309
TAYLOR TERRENCE D.	SFC	21st CIVIL SUPPORT TEAM (WMD)	20040426
WILLIAMS RANDALL D.	SPC	HQ 50TH PERS SVC BN	20040322



Equal Employment Opportunity

MSgt Kathey McCready, 562-0854

“Respecting Our Differences”

Fewer and fewer Americans today openly admit to having biased viewpoints or opinions based on race or other diversity factors. However, race, ethnicity, gender, sexual orientation, abilities/disabilities, age and religion are important components of who we are and what makes us unique individuals. It is only natural to develop “filters” based on our background and experiences. These filters become the “biases,” through which we see the world. Biases are a natural occurrence, and often so much a part of us that we don’t realize they exist.

Biases are thoughts and feeling we have that are based on belief systems, values, morals, and traditions we were raised with or exposed to in the past. Biases:

- *Are filters through which we see the world*
- *Create stereotypes*
- *Build barriers*
- *Can’t be masked by humor*
- *Are learned*
- *Filter out truth*
- *Overlook credentials and qualifications*
- *Are natural*

It is important to remember that biases are learned, stereotypes are the application of biases to a group of people, and prejudicial behavior is taking action on stereotypes.

Equal opportunity laws ban discrimination and support efforts to achieve a diverse workplace. There are many advantages to working in a diverse workplace, including:

- *Increased tolerance and understanding*
- *Opportunity to broaden horizons*
- *Increased commitment and loyalty*
- *Renewed energy*
- *Improved morale*
- *Creativity stimulated*
- *Personal accountability for values and morals at work*
- *More cooperative communication*
- *Ability to recruit from a broader spectrum of candidates*

There continues to be a stigma to admitting to racial prejudices. Racial discrimination is a part of our nation's history which we are still working to overcome. Today, many Americans do not identify themselves with only one race. It is important, to take proactive steps to work harmoniously in our culturally diverse society.

- *Remember that race is a genetic occurrence, over which we have no control*
- *Recognize that a person's race does not affect their effectiveness at work*
- *Learn something new about the people of a race you don't know well*
- *Don't be defensive*
- *Respect each person as an individual*

As the American landscape becomes more integrated, it becomes increasingly difficult, for citizens to select one ancestry. For instance, when one parent is of Irish and Italian descent, and the other parent is German and Polish, which ancestry would they select? Multiculturalism encourages the differences that make us unique. Become more familiar with other cultures:

- *Have a meal at an ethnic restaurant*
- *Attend a multicultural festival*
- *Use the Internet as a research tool to learn more about another culture*
- *Research your family tree and learn more about the cultures of your ancestry*
- *Spend time with a co-worker whose ancestry is important to them*

There is a close connection between a person's primary language and their ethnicity. Be aware of any bias or discrimination inspired by language and accents.

- *Avoid jargon, slang and idioms*
- *Speak slowly and clearly*
- *Exercise caution when using non-verbal signals and cues. They may mean something different in another culture.*
- *Deliver with visual images and props*
- *Repeat when necessary*
- *Use simple, easy-to-translate words*
- *Be patient*

As employees place importance on balancing personal and work lives, many find their spirituality plays an important part of their day. Time is spent searching for an understanding of life's purpose, a way to integrate their faith in their work life and meaningful work. Ways to be more open to religious and spiritual diversity:

- *Learn more about the religious beliefs and practices of those that work with you*
- *Support opportunities for employees with similar belief systems to come together and share their traditions with others*
- *Practice respect and tolerance of all religious customs and beliefs*

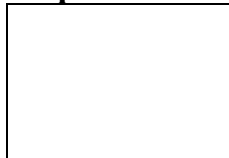
"I wish they would take me as I am." Vincent Van Gogh



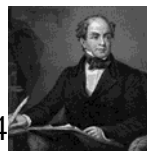
**"Racism is a learned affliction. Anything that is learned can be unlearned."
Jane Elliot**



"No culture can live if it attempts to be exclusive." Mahatma Gandhi



"After all there is only one race – humanity." Thomas Moore





Employee Relations

Captain Devon Hanson, (609) 562-0881

We have had some losses to our sections due to deployments: Tawasha Vann-Weaver left late last year and this year, Elizabeth Obuobisa from the retirement section is gone. In spite of, we have still maintained our customer focus. To temporarily replace Tawasha we have welcomed SPC Sydney Brown, and Miss. Cathy Timmons who handles appraisals, performance management, and awards will also, be doing OWCP and retirements.

Though we are doing more with less, the quality of our service will not diminish. If it is, please tell us. We have recently completed briefings of our deploying technician force, if you were not briefed please call the numbers provided to set up a time of when we can brief you or your personnel.

Items covered in the briefing consisted of:

- Federal Health Benefits
- Federal Employees Group Life Insurance
- Thrift Savings Plan
- Leave Benefits
- Federal Employees Retirement
- Civilian Service Retirement System
- NGAUS insurance

Thrift Savings Plan open season started 15 April to 30 June. If you wish to change the amount of contribution please complete a TSP 1 and send it HRO attention Capt Hanson. The form can be found on line at www.tsp.gov. There is good information on this site including the new TSP Loan Program. You can also change your allocation; make inter-fund transfers if you have a pin. TSP is the biggest portion of your retirement benefit. The choice you make in your contribution allocation to TSP determines how much you will retire with. Look at the historical information when making your selection.

The maximum contribution for CSRS participants is 9% up to the IRS limit of \$13,000. FERS participants can contribute up to 14% up to the IRS limit of \$13,000. Members who are 50 or older can elect to make additional “catch-up” contributions up to \$3,000.

Individuals in Employee Relations:

Cathy Timmons (Performance Appraisals, Awards, OWCP, Retirements) (609) 562-0867

SPC Vanessa Brummel-Platt (TSP, Federal Life Insurance, health benefits, NGAUS supplemental, insurance, temporary continuation of coverage for health) **SPC Sydney Brown**-Same as SPC Brummell-Platt.

If you have any questions, concerns or complaints please call (609) 562-0881 or Major Mahon at (609) 562-0853.

HEALTH SERVICES

SrA Jacquelyn Bertrand
(609) 562-0858



NGB-J1-TNB

15 April 2004

AGR Medical/Dental Advisory

TRICARE Prime coverage

Individual Service members are required to complete and sign the TRICARE Prime/TRICARE Prime Change enrollment form in order to receive/retain **Prime** health coverage. **You must complete and sign this form and submit, with each new order that you receive.** (Forms must be received by the 19th of the month in order for Prime dependent coverage to begin on the 1st of the following month – i.e. 19 April 04 “hand-in”, coverage begins 1 May 04).

The TRICARE Regional databases are programmed to automatically remove an individual according to their initial orders unless up-dated by an amended order and current signed TRICARE Prime enrollment form to correspond with the new set of orders.

TRICARE Standard/Extra coverage

Individual Service member's dependents will automatically receive TRICARE Standard/Extra coverage upon receipt of DEERS enrollment.

U.S. Family Health Plan

TRICARE Prime coverage offered for dependents and retirees **ONLY**.

Scheduling Appointments

Medical: Paterson Army Health Clinic (PAHC), Ft Monmouth, NJ (732) 532-3648

Dental: MAFB (609) 754-3786/3787/3788/2885

PAHC (732) 532-7063/7060

Ft Dix (**only if MAFB refers you to this dental clinic**) (609) 562-2610

TRICARE Representative, Jacquelyn M. Bertrand, SrA (609) 562-0858



EMPLOYEE DEVELOPMENT

Lorraine Hannibal Jamison

HRO sponsored a Retirement Planning Seminar 02 March-03 March 2004. It was so successful that we have decided to have another one 29 June-30 June 2004. It will be held at the ARNG Training Technology Battle Lab (T3BL) Bldg 3601, Fort Dix.

The seminar will cover the following:

- Federal Benefits including TSP and Health and Life Insurance
- Financial Planning
- Social Security Benefits
- Estate Planning/Legal Issues
- Long Term Care Insurance

When requesting training on a DD Form 1556, please attach information about the course. When completing a request for orders, please attach documentation about the TDY, such as the conference, itinerary. When a member registers for training they should be aware of the cancellation policy of that company. Also, if there is a cancellation, I need to be made aware of it. I will need a copy of the training certificate once the training is complete. All 108th ARW personnel requesting, orders for a training course must send a copy of the request to the HRO/EDS along with the DD Form 1556. The form must be signed by your supervisor.

Feel free to e-mail or call me with any training requests or questions.

Lorraine Hannibal Jamison
609-562-0874 DSN: 944-0874
lorraine.jamison@nj.ngb.army.mil



Emergency Hiring Flexibilities

*CW2 Michele Thomas
Supv Human Resource Specialist
(609) 562-0872*

Help has arrived!!!! The Emergency Hiring Flexibilities are available to hire temporary personnel, both uniform and non- uniform personnel, to provide temporary relief of full time technicians being mobilized and deployed for the various contingency operations. The difference between a “temp” and an “emergency, hire” is the emergency hire allows broader latitude in back filling personnel specifically for those technician personnel who are deployed. Some of the flexibilities are:

- temporarily promote uniform personnel for up to one year
- employ retired federal employees without penalty
- employ non uniform personnel

As an emergency hire, they are technically considered in the same category as a temporary employee, where they do not get benefits. All of the temps and emergency hires must be off the books by the last full pay period in September, and conditions permitting, may be brought back on board after the first full pay period in October. When requesting an emergency hire, you must identify the position you are trying to fill, prepare a SF 52, attach the persons resume, and the letter at encl 1, and submit the entire packet through channels to J1. Once the person is separated, you would have to initiate the entire process again.

Be advised..... if you are trying to bring on a non- uniform person into a uniform position, you must ensure a position is available for a non uniform person. (NOTE: A non uniform position number begins with the letter “N”.

The memo at encl 1 is a generic memo and can be adjusted based on your needs, providing the intent of the memo is not changed. If you need assistance or clarification please call me.



HEADQUARTERS NEW JERSEY NATIONAL GUARD
3650 SAYLORS POND ROAD
FORT DIX, NEW JERSEY 08640-7600



HRO-TB-S (690-300)

4 June 2004

MEMORANDUM THRU

FOR

SUBJECT: Request for Exception to Hiring Policy – (Retired Annuitant)

1. Reference memorandum NGB-HR subject: Extension and Expansion of the Emergency Hiring, flexibilities – Appointment Authority Exceptions (HR-03-017) dated 28 March 2003.
2. Request to re-hire retired annuitant, [Johnny Jones CSA # 0000000](#), as a [Military Personnel Technician, GS-0204-07, at the New Jersey National Guard \(your office and location.\)](#) (Mr. Jones assistance) (this position) is required to assist this agency in the completion of increased commitments coupled with continuing mobilization requirements resulting from the aftermath of 11 September 2001.
3. [Mr. Jones](#) would be a valuable asset to the organization. [His](#) knowledge of New Jersey National Guard programs and systems would allow him to return to work with minimal, if any at all training, and would not impede mission requirements.
4. Due to the limited number of available dual status applicants and the timelines required to fill a position, request an exception to hiring policy be approved for [Mr. Jones](#).
5. Questions should be directed to ([person making the request or a point of contact](#)).

FOR THE ADJUTANT GENERAL:

Encl

SHAWN P. KEYES
COL, GS, NJARNG
Assistant Chief of Staff, J1